

# MISSISSIPPI AIR NATIONAL GUARD

## MILITARY POSITION ANNOUNCEMENT

### Air Active Guard/Reserve (AGR)

(Restricted)

**OPENING DATE:** 13 January 2014      **ANNOUNCEMENT NO:** 14-0102res  
**CLOSING DATE:** 27 January 2014      **POSITION TITLE:** Secretary (O/A)

**MINIMUM GRADE:** SrA/E4      **MAXIMUM GRADE:** TSgt/E6  
**LOCATION OF POSITION:** 186 ARW, Meridian, MS  
**MILITARY ASSIGNMENT REQUIREMENT:** Enlisted  
**REQUIRED AFSC:** 3D0X1      Required ASVAB score      Administrative: 47

**Restricted to permanent on board AGR members of the 186 ARW, 238 ASOS, 248 ATCS, or MS ANG HQs Det 1.**

#### **GENERAL:**

Serves as the personal assistant and principal clerical and administrative support to one or more supervisors. Participates intensively in the management of the office by applying a good working knowledge of the program under control of the supervisor(s) and relieves the supervisor(s) of clerical and administrative support work.

**DUTIES AND RESPONSIBILITIES:** (Not all inclusive, will be fully explained during interview)  
Receives visitors and telephone calls. Exercises judgment in screening those which can be handled personally or be referred to other staff personnel or divisions. Determines when the supervisor should be interrupted. Personally takes care of many matters and gives out administrative and readily available substantive information to callers. Schedules appointments, meetings and conferences without prior clearance based upon personal knowledge of supervisor's workload and current issues of importance. Reminds supervisor of appointments and furnishes information from files or schedules briefings by others in preparation for scheduled meetings. Reads incoming correspondence, publications, regulations, and directives which may affect the supervisor. Determines those that can be acted upon personally and drafts replies to general inquiries not requiring a technical knowledge of the program. Obtains clarification of instructions from originating offices or other appropriate points. Determines which items are of importance or interest to the supervisor and refers them accordingly. Reviews outgoing correspondence for proper format, conformance with general policy and procedural instructions, grammar, accuracy and inclusion of necessary attachments. Maintains office files of correspondence, directives, regulations, and other information. Performs other duties as assigned.

**APPLICATION INSTRUCTIONS:** All applications must be submitted to:

Military Department, State of Mississippi, ATTN: JFH-MS-HRM, P O Box 5027, Jackson, MS 39296-5027, if using United States Postal Service (USPS).

If ground delivery is used (UPS or FEDEX), submit to:

Military Department, State of Mississippi, Attn: JFH-MS-HRM, 1410 Riverside Drive, Jackson, MS 39202-1237.

Applications must be received by the Human Resources Office no later than 1630 hours on the closing date. Government postage paid envelopes or facsimile machines will not be used to submit applications.

**Applicants must submit the following forms:**

1. NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position, signed and dated.
2. AF Form 422, Physical Profile Serial Report. (Also submit an AF Form 469, Duty Limiting Condition Report, if currently on a temporary physical profile.)
3. ANG Fitness Assessment Results.
4. RIP - Report Individual Personnel.

NOTE: Point of contact for additional information is CMSgt Miller, commercial (601) 313-6195 or DSN 293-6195. Individuals who do not meet the minimum qualifications will not be considered.

**SUPPLEMENTAL PREREQUISITES:**

1. Must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Must have physical exam approved by State Air Surgeon prior to entry into the AGR program.
2. Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented DLC which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.
3. Military grade will not exceed the maximum military duty grade authorized on the UMDG for the position.
4. Eligibility/Mandatory requirements for this AFSC are located in the current Air Force Enlisted Classification Directory (AFECD).

**EQUAL OPPORTUNITY:** The Mississippi National Guard is an Equal Opportunity Employer. Assignment will be made without discrimination for any reason such as race, color, religion, sex, national origin, politics, or marital status.